

A Plan for a Letter of Introduction

Applicants address (may be right or left justified)

Date

Employer's Details

Name

Position Title

Organisation

Address

Dear Mr. Williams,

Always address the letter personally and formally (ie. Dear Mr. X, Ms. X). You may need to contact the organisation to identify who is the most appropriate person to address your letter. Make sure that names are spelt correctly!

Opening Paragraph:

The reason for the letter, ie. to seek assistance with job opportunities? Information about the field? To arrange to meet with them? Explain how you became aware of their details. Make it interesting to read and show enthusiasm.

eg. "I am very interested in entering the accounting profession and would appreciate any guidance or assistance you could offer."

eg. "As a result of discussion with your colleague, Ms Brown, I am writing to discuss the possibility . . ."

Middle Paragraphs:

The middle paragraphs need to demonstrate how your skills will be of value to the company. Demonstrate your knowledge of the employer and their activities; show that you have done some research.

eg. "I am extremely keen to work for ANL in their customer service division as they are one of Australia's most successful organisations with a leading reputation world-wide for offering high levels of service in the import/export sectors and provide employees ample opportunity for career advancement."

Closing Paragraph:

Include your contact details and thank the reader for their time and express your appreciation of their assistance. Finish positively, expressing your willingness to be contacted.

Make reference to any attachments, ie resume, transcripts, etc.

Yours sincerely,

Always sign your cover letters personally.

Type your name underneath your signature.

Encl: Resume
Academic Results